STATE OF CALIFORNIA

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 10/92)

See Instructions and Privacy Statement on Reverse Side

CLAIMANT'S NAME	SSAN OR EMPLOYEE NUMBER	DEPARTMENT
Regina Evans		Governor's Office

POSITION	CB/ID NUMBER	DIVISION OR BUREAU	INDEX NUMBER
Deputy Cabinet Secretary		Cabinet Unit	

RESIDENCE ADDRESS	HEADQUARTERS ADDRESS
███████████	State Capitol Building

	CITY	STATE	ZIP	TELEPHONE NUMBER
	Sacramento	CA	92123	

MONTH/YEAR		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION		CARFARE, TOLLS, PARKING	PRIVATE CAR USE		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME			BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED		MILES	AMOUNT		
16-Apr	9:30 a.m.	Sacramento to Los Angeles						294.20	air			0.00		294.20
16-Apr		Sacramento						45.00	taxi			0.00		45.00
16-Apr		Los Angeles						58.63	rental car			0.00		58.63
17-Apr												0.00		0.00
18-Apr												0.00		0.00
19-Apr		Los Angeles to Oakland										0.00		0.00
19-Apr	8:10 a.m.	Oakland						60.76	rental car			0.00		60.76
20-Apr		Sacramento						45.00	taxi			0.00		45.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
SUBTOTALS			0.00	0.00	0.00	0.00	0.00	503.59	0.00	0.00	0	0.00	0.00	
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL														$503.59

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

Staff Governor at a meeting in Los Angeles and served as the Governor's surrogate at the First Congregational Church of San Francisco United Church of Christ's Church Dedication Service

NORMAL WORK HOURS
PRIVATE VEHICLE LICENSE NUMBER
MILEAGE RATE CLAIMED 0.445

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

240486

	DATE		DATE
███████	4-22-09	SIGN ███████	4/27/09

STATE OF CALIFORNIA

TRAVEL EXPENSE CLAIM

See Instructions and Privacy Statement on Reverse Side

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Page 1 of 1

CLAIMANT'S NAME	SSAN OR EMPLOYEE NUMBER	DEPARTMENT
Regina Evans		Governor's Office

POSITION	CB/ID NUMBER	DIVISION OR BUREAU	INDEX NUMBER
Deputy Cabinet Secretary		Cabinet Unit	

RESIDENCE ADDRESS		HEADQUARTERS ADDRESS	TELEPHONE NUMBER
███████	ZIP	State Capitol Building	
		CITY Sacramento	STATE CA	ZIP 92123

MONTH/YEAR		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	TRANSPORTATION					BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME			BREAKFAST	LUNCH	DINNER		COST OF TRANS.	TYPE USED	CARFARE, TOLLS, PARKING	PRIVATE CAR USE MILES	AMOUNT		
18-Mar	7:00 a.m.	Sacramento to Emervylle						22.00	train			0.00		22.00
18-Mar		Emeryville to San Francisco						4.00	bart			0.00		4.00
18-Mar		San Francisco			16.50							0.00		16.50
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
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												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
												0.00		0.00
SUBTOTALS			0.00	0.00	16.50	0.00	0.00	26.00		0.00	0	0.00	0.00	
COLUMN CODE (ACCTG. USE ONLY)														
CLAIM TOTAL								26.00						$42.50

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

Attend the Border Governors Conference Planning Meeting/Representative Meeting in San Francisco as the Governor's Representative ve

NORMAL WORK HOURS
PRIVATE VEHICLE LICENSE NUMBER
MILEAGE RATE CLAIMED 0.445

AGENCY ACCOUNTING OFFICE USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

240486

	DATE A-22-09	SIGN ███████		DATE 4/27/09
				DATE